

DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
Washington DC 20310-2500

ANGMS 4102

15 January 1989

SUPPLY ADMINISTRATION

1. **Objective of this Air National Guard Manpower Standard (ANGMS).** As prescribed in AFR 8-10, this ANGMS quantifies the manpower requirements to accomplish the tasks described in the work center description for varying levels of workload volume.
2. **Authority.** AFM 67-1 contains USAF and Air National Guard (ANG) policy and procedural guidance for the Supply Administration work center. This ANGMS has been developed in accordance with procedures contained in AFR 25-5. This ANGMS is a result of a functional review.
3. **Applicability.** This standard applies to all ANG flying units operating a Standard Base Supply System (SBSS). Bases undergoing AFR 26-1 cost comparison studies will be exempt from standards application. This standard does not apply to locations that have completed cost comparisons and remained in-house.
4. **Standard Data:**
 - a. **Classification.** Type II.
 - b. **Approval Date.** 12 December 1988
 - c. **Man-hour Data Source.** Operational audit (historical record, technical estimate).
 - d. **Standard Man-Hour Equation.** $Y = 44.62 + 0.004583X$.
 - e. **Workload Factor:**
 - (1) **Title.** A Transaction.
 - (2) **Definition.** The average monthly number of transactions processed by the ANG SBSS.

(3) **Source.** The monthly Base Supply Management Inquiry (M32). On the index page find "Transaction Summary", go to the applicable page and find the "Type Transaction" column. Under this column locate "Total Trans B/E Accounts". Move across to the right and use the adjacent "Total" figure for "Supplies" and "Equipment".

5. Application Instructions.

a. Apply this standard using an average monthly value based on 12 months historical workload data.

b. The AF Form 1113, Standard Manpower Table, is an aggregate of total manpower by specialty title and AFSC. To use this manpower table:

(1) Determine the average monthly number of transactions processed.

(2) Substitute the appropriate figure into the man-hour equation for X.

(3) Divide the results of the equation by 145.3 to arrive at the number of required authorizations. (NOTE: Any fraction will be rounded up to the next whole number.)

(4) Find the column in which the number of required authorizations falls; then read up and across the column to determine total manpower by AFSC.

c. The valid man-hour data range indicated on the AF Form 1113 will not be exceeded for standard application.

6. **Statement of Conditions.** This work center's normal hours of operation are 8 hours a day, 5 days a week. There are no other standard of living constraints which affect the daily operations of this work center.

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2 Attachments

1. Work Center Description
2. Standard Manpower Table

WORK CENTER DESCRIPTION

Administration

DIRECT:

1. WORD PROCESSING/TYPING:

1.1. DRAFTS COMMUNICATION. Researches information, determines proper format, drafts communication, and proofreads typed product.

1.2. TYPES CORRESPONDENCE OR FORM:

1.2.1. TYPES LETTER

1.2.2. TYPES MESSAGE.

1.2.3. TYPES REPORT.

1.2.4. TYPES PLAN, SCHEDULE, OR ROSTER.

1.2.5. TYPES AIRMAN/OFFICER PERFORMANCE REPORT.

1.2.6. TYPES CIVILIAN PERFORMANCE REPORT.

1.2.7. TYPES ENDORSEMENT TO REPORT OR LETTER.

1.2.8. TYPES STATISTICAL DATA.

1.2.9. TYPES AWARD OR DECORATION.

2. DISTRIBUTION PROCESSING:

2.1. PROCESSES INCOMING DISTRIBUTION. Receives and opens envelope, reviews for action required, marks, and routes incoming unclassified distribution.

2.2. PROCESSES OUTGOING DISTRIBUTION. Stamps, marks, seals, and packages distribution. Takes distribution to delivery point.

3. UNCLASSIFIED FILES MAINTENANCE:

3.1. ESTABLISHES FILE. Prepares file plan, folder, guide, and label in accordance with AFR 12-20, Management of Documentation.

3.2. FILES CORRESPONDENCE. Files correspondence from receipt of material through marking, sorting, classifying, and inserting in file. Removes for reference, researches, and refiles.

3.3. MAINTAINS SUSPENSE FILE. Determines need for and establishes suspense date, monitors status, and annotates completed action.

3.4. DISPOSES OF RECORD. Disposes of record in accordance with AFR 12-50, Disposition of Air Force Documentation.

3.5. MAINTAINS LOG OR REGISTER. Obtains book or form, makes entry, and puts away book or form.

3.6. INSPECTS UNCLASSIFIED CORRESPONDENCE FILE. Inspects unclassified correspondence file of Supply functional activity in accordance with AFR 12-1, Air Force Documentation Management Program.

3.7. MAINTAINS PUBLICATION:

3.7.1. REVIEWS BULLETIN. Reviews publishing bulletin, ensures required items released for distribution has been received, and notifies base PDO of non-receipt when necessary.

3.7.2. ORDERS ADMINISTRATIVE PUBLICATION. Reviews and verifies request for publication, prepares Requisition and Requirement Request (AF Form 764a) and Publications/Forms Requisition (AF Form 124), obtains signature, processes and files form.

3.7.3. REQUESTS FOLLOW-UP/TRACER ACTION. Completes AF Form 764a requesting follow-up/tracer action on backorder item when required. Forwards to base PDO for appropriate action.

3.7.4. FILES NEW, UPDATED, OR RECURRING PUBLICATION. Receives, reviews, posts index, and files publication.

3.7.5. POSTS AND FILES SUPPLEMENT OR CHANGE. Posts and files supplement or change to existing publication.

3.7.6. CONDUCTS ANNUAL INVENTORY. Conducts annual inventory of publication library.

3.7.7. INSPECTS SUB-ACCOUNT PUBLICATIONS LIBRARY. Inspects publication set maintained by Supply sub-account, verifies requirement, and ensures proper posting and filing.

4. OFFICE SUPPLIES AND FORMS MANAGEMENT:

4.1. OBTAINS EXPENDABLE SUPPLIES. Determines need for, requisitions, picks up, and distributes expendable supplies.

4.2. MAINTAINS STOCK OF BLANK FORMS. Requisitions for, receives, routes, stocks, and controls blank forms.

5. COPYING MACHINE OPERATION:

5.1. OPERATES COPYING MACHINE.

5.2. COLLATES COPY.

6. OFFICE COMMUNICATION:

6.1. POSTS WALL CHART OR BULLETIN BOARD. Sorts, arranges, erases, removes existing data, and posts new data to wall chart or bulletin board.

6.2. INITIATES OR RECEIVES TELEPHONE CALL. Initiates or receives official telephone call. Transfers call to appropriate individual, takes message, or researches requested information and responds.

6.3. RECEIVES OFFICIAL VISITOR OR CUSTOMER. Receives inspector, official visitor, or customer. Answers inquiry, and directs visitor to appropriate person or location.

7. ORDERS PREPARATION:

7.1. PROCESSES REQUEST FOR ORDERS. Receives and reviews request for orders. Prepares and processes orders.

7.2. ARRANGES TRAVEL AND/OR BILLETING.

8. CLASSIFIED MATERIAL MANAGEMENT:

8.1. RECEIPTS FOR AND CONTROLS CLASSIFIED MATERIAL. Signs for and receives item, opens item, determines routing, safeguards item until delivery is affected. Completes document receipt and destruction certificate (AF Form 310) for return to originator.

8.2. INVENTORIES CLASSIFIED MATERIAL. Screens file, reviews retention criteria, and removes obsolete or unnecessary material.

8.3. SAFEGUARDS CLASSIFIED MATERIAL. Performs safe check and security check. Changes safe combination, as required.

8.4. DESTROYS CLASSIFIED MATERIAL. Prepares form, destroys material, and annotates record.

9. PERSONNEL TIME AND ATTENDANCE:

9.1. PROCESSES LEAVE FORM. Receives and files civilian or military leave form.

9.2. MAINTAINS TIME AND ATTENDANCE CARD. Records information on card, obtains initial and authorized signature, and forwards to appropriate agency.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with work center's specific product or service. The major categories of Standard Indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Clean-up. See AFMS 00AA for the Standard Indirect Description.

STANDARD MANPOWER TABLE

WORK CENTER TITLE/CODE			STANDARD APPLICABILITY MANHOURLY RANGE											
Supply Administration/FAC 4102			103.74 - 270.48											
AIR FORCE SPECIALITY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT											
Administrative Spec	70250	CIV	1	2										
TOTAL			1	2										
AIR FORCE SPECIALITY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT											
TOTAL														